

COOK SPECIALIST II, CORRECTIONAL FACILITY

JOB ANALYSIS

BACKGROUND INFORMATION

Date of Job Analysis: March 25 - 29, 2008

Collective Bargaining Identification: R15

Job Analysis Conducted By: Marian Dilley, Manager
Brian J. Walker, Selection Analyst
Office of Selection Services
Department of Corrections and Rehabilitation

Number of Incumbents: There are 123.24 positions in this classification with 23.24 vacant positions per Department of Corrections and Rehabilitation Filled/Vacant Position Report dated May 5, 2008.

Names of the Subject Matter Experts and their background:

ARTHUR CASTILLO, CORRECTIONAL FOOD MANAGER I

Mr. Castillo is currently the Correctional Food Manager I at the Northern California Youth Correctional Center (NCYCC) in Stockton. He has been in this classification for over 6 years. Prior to this, he worked as a Supervising Correctional Cook and Correctional Supervising Cook with the California Youth Authority. He has been with either the Department of Corrections and Rehabilitation or the California Youth Authority for more than 21 years.

GARY THUESON, SUPERVISING COOK II

Mr. Thueson is currently working as a Supervising Cook II at the Preston Youth Correctional Facility and has been in this classification for 18 months. Prior to his current classification, he was a Correctional Supervising Cook (6 years) and a Cook II (2 years) also with Preston Youth Correctional Facility. He has been with either the Department of Corrections and Rehabilitation or California Youth Authority for more than 10 years.

MARK AFHOLDERBACH, COOK SPECIALIST II

Mr. Afholderback is currently working for the CDCR as a Cook Specialist II at the California Medical Facility in Vacaville. He has served the department in this classification for 4 years. Prior to his current classification, he was a Cook I with the Veterans Home of California in Yountville for 17 years. He has been in California state service working in food service for more than 24 years.

SHEILA GROVER, COOK SPECIALIST II

Ms. Grover is a Cook Specialist II with the Richard A McGee Correctional Training Facility (CTF) in Galt, and has been in this classification for 7 years. Prior to her current classification, she was a Cook Specialist I for 2 years and a Food Service Technician for 3 years all with the CTF. She has been with the Department of Corrections and Rehabilitation for 12 years.

COOK SPECIALIST II, CF INFORMATION GATHERING

Information Sources

The initial list of tasks and knowledges, skills and abilities statements were identified after conducting a literature review which consisted of:

- Review of the Job Analysis conducted in December 2006
- Review of current State Personnel Board classification specification (Attachment C)
- Review of the Job Audit Survey results, mailed out to all incumbents on 9/25/07 (Attachment A). A total of 31 (36.99%) job audits were returned for Cook Specialist II, CF

Job Audit Survey Background

The Office of Personnel Services conducted a survey (Attachment A) to identify all tasks performed by Cook Specialist II, CF working in both the Division of Juvenile Justice and Division of Adult Institutions. Surveys were mailed to all incumbents appointed to the Cook Specialist II, CF classification. All returned surveys were reviewed and a task listing was developed based on the information provided. The task listing was then compared to the existing Job Analysis. Tasks that had been identified on the previous job analysis were coded with the corresponding task number. New tasks or tasks that had not been identified on the previous job analysis were added and coded with a new task number (Attachment B). Full task statements were developed by the Subject Matter Experts listed in the job analysis background.

When reviewing the Edited List of Tasks a dividing line was added to help distinguish tasks identified by the job audit survey versus tasks identified as a result of the previous job analysis: "The following tasks were identified from the statewide food service survey."

Job Audit Survey Statistics

Number of Incumbent		Number of Surveys Received				Locations Used	
Youth	Adult	Youth #	%	Adult #	%	Youth	Adult
73	31	27	36.99%	4	12.9%	All	CMC, CMF, CIM, SQ, SVSP, WSP, CTF